





January 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2003 02				1 Day 04  New Year's Day Code 03 Holiday	2 Day 05 Enter Amendments Enter Original Time Cards	3 Day 06 Approve Original Time Cards	4 Day 07
	5 Day 08 Enter Amendments through 1 PM Friday	6 Day 09 Approve Amendments after 1 PM Tuesday	7 Day 10 Enter Original Time Cards Approve Original Time Cards	8 Day 11	9 Day 12	10 Day 13	11 Day 14
PPd 2003 03	12 Day 01 Enter Original Time Cards Approve Original Time Cards	13 Day 02	14 Day 03	15 Day 04 Enter Time Cards by noon Approve Time Cards by 1:00pm	16 Day 05 Enter Amendments Enter Original Time Cards	17 Day 06 Approve Original Time Cards	18 Day 07
PPd 2003 04	19 Day 08 Enter Amendments Enter Original Time Cards Approve Original Time Cards	20 Day 09 Martin Luther King Jr. Day Code 03 Holiday 	21 Day 10 Enter Amendments through 1 PM Friday Approve Amendments after 1 PM Tuesday Enter Original Time Cards Approve Original Time Cards	22 Day 11	23 Day 12	24 Day 13	25 Day 14
PPd 2003 04	26 Day 01 Enter Original Time Cards Approve Original Time Cards	27 Day 02	28 Day 03	29 Day 04 Enter Time Cards by noon Approve Time Cards by 1:00pm	30 Day 05 Enter Amendments Enter Original Time Cards	31 Day 06 Approve Original Time Cards	

*******SPECIAL NOTICE*******

- **Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.**
- **Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period.**

February 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPD 2003 04								1 Day 07 <div style="border: 1px solid black; background-color: #FFC0CB; padding: 2px; margin-top: 5px;">Enter Amendm ents</div> <div style="border: 1px solid black; background-color: #ADD8E6; padding: 2px; margin-top: 5px;">Enter Original Time Cards</div> <div style="border: 1px solid black; background-color: #90EE90; padding: 2px; margin-top: 5px;">Approve Original Time Cards</div>	
		2 Day 08	3 Day 09	4 Day 10	5 Day 11	6 Day 12	7 Day 13	8 Day 14	
		Enter Amendments through 1 PM Friday							
				Approve Amendments after 1 PM Tuesday					
		Enter Original Time Cards							
	Approve Original Time Cards								
PPD 2003 05		9 Day 01	10 Day 02	11 Day 03	12 Day 04 Enter Time Cards by noon Approve Time Cards by 1:00pm		13 Day 05 Enter Amendments	14 Day 06 Valentine's Day	15 Day 07
		Enter Original Time Cards					Enter Amendments		
		Approve Original Time Cards					Enter Original Time Cards		
							Approve Original Time Cards		
		16 Day 08	17 Day 09	18 Day 10	19 Day 11	20 Day 12	21 Day 13	22 Day 14	
	Enter Amendments	 President's Day Code 03 Holiday	Enter Amendments through 1 PM Friday						
	Enter Original Time Cards		Approve Amendments after 1 PM Tuesday						
	Approve Original Time Cards		Enter Original Time Cards						
			Approve Original Time Cards						
PPD 2003 06		23 Day 01	24 Day 02	25 Day 03	26 Day 04 Enter Time Cards by noon Approve Time Cards by 1:00pm		27 Day 05 Enter Amendments	28 Day 06 	
		Enter Original Time Cards					Enter Amendments		
		Approve Original Time Cards					Enter Original Time Cards		
							Approve Original Time Cards		
							Approve Original Time Cards		







*******SPECIAL NOTICE*******

- **Column Summary runs on a daily basis every hour on the hour from 5am to 10pm, except for days 04 and 05.**
- **Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period**

March 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2003 06							1 Day 07 Enter Amendments Enter Original Time Cards Approve Original Time Cards
	2 Day 08	3 Day 09	4 Day 10	5 Day 11	6 Day 12	7 Day 13	8 Day 14
	Enter Amendments through 1 PM Friday						
			Approve Amendments after 1 PM Tuesday				
	Enter Original Time Cards						
Approve Original Time Cards							
PPd 2003 07	9 Day 01	10 Day 02	11 Day 03	12 Day 04 Enter Time Cards by noon Approve Time Cards by 1:00pm	13 Day 05	14 Day 06	15 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		
	16 Day 08	17 Day 09 St. Patrick's	18 Day 10	19 Day 11	20 Day 12	21 Day 13	22 Day 14
Enter Amendments through 1 PM Friday							
Day 		Approve Amendments after 1 PM Tuesday					
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2003 08	23 Day 01	24 Day 02	25 Day 03	26 Day 04 Enter Time Cards by noon Approve Time Cards by 1:00pm	27 Day 05	28 Day 06	29 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		
	30 Day 08	31 Day 09	 				
Enter Amendments							
Enter Original Time Cards							
Approve Original Time Cards							



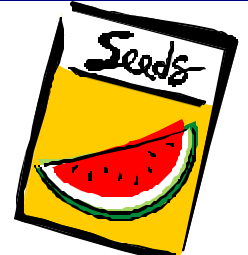
*****SPECIAL NOTICE*****

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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period

April 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday																																			
PPd 2003 08				1	Day 10	2	Day 11	3	Day 12	4	Day 13	5	Day 14																																		
				Enter Amendments through 1 PM Friday																																											
				Approve Amendments after 1 PM Tuesday																																											
				Enter Original Time Cards																																											
				Approve Original Time Cards																																											
6		Day 01		7		Day 02		8		Day 03		9		Day 04		10		Day 05		11		Day 06		12		Day 07																					
Enter Original Time Cards				Approve Original Time Cards				Enter Time Cards by noon Approve Time Cards by 1:00pm				Enter Amendments				Enter Original Time Cards				Approve Original Time Cards																											
13		Day 08		14		Day 09		15		Day 10		16		Day 11		17		Day 12		18		Day 13		19		Day 14																					
Enter Amendments through 1 PM Friday												Approve Amendments after 1 PM Tuesday												Enter Original Time Cards												Approve Original Time Cards											
20		Day 01		21		Day 02		22		Day 03		23		Day 04		24		Day 05		25		Day 06		26		Day 07																					
Enter Original Time Cards				Approve Original Time Cards				Enter Time Cards by noon Approve Time Cards by 1:00pm				Enter Amendments				Enter Original Time Cards				Approve Original Time Cards																											
27		Day 08		28		Day 09		29		Day 10		30		Day 11		 																															
Enter Amendments through 1 PM Friday																																															
Approve Amendments after 1 PM Tuesday																																															
Enter Original Time Cards																																															
Approve Original Time Cards																																															



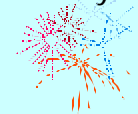
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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period

May 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
PPd 2003 10									1	Day 12	2	Day 13	3	Day 14
									Enter Amendments through 1 PM Friday					
									Approve Amendments after 1 PM Tuesday					
									Enter Original Time Cards					
									Approve Original Time Cards					
PPd 2003 11	4	Day 01	5	Day 02	6	Day 03	7	Day 04	8	Day 05	9	Day 06	10	Day 07
							Enter Time Cards by noon Approve Time Cards by 1:00pm		Enter Amendments					
	Enter Original Time Cards								Enter Original Time Cards					
	Approve Original Time Cards								Approve Original Time Cards					
	11	Day 08	12	Day 09	13	Day 10	14	Day 11	15	Day 12	16	Day 13	17	Day 14
Enter Amendments through 1 PM Friday														
				Approve Amendments after 1 PM Tuesday										
Enter Original Time Cards														
Approve Original Time Cards														
PPd 2003 12	18	Day 01	19	Day 02	20	Day 03	21	Day 04	22	Day 05	23	Day 06	24	Day 07
							Enter Time Cards by noon Approve Time Cards by 1:00pm		Enter Amendments					
	Enter Original Time Cards								Enter Original Time Cards					
	Approve Original Time Cards								Approve Original Time Cards					
	25	Day 08	26	Day 09	27	Day 10	28	Day 11	29	Day 12	30	Day 13	31	Day 14
Enter Amendments		 Memorial Day Code 03 Holiday		Enter Amendments through 1 PM Friday										
Enter Original Time Cards				Approve Amendments after 1 PM Tuesday										
Approve Original Time Cards				Enter Original Time Cards										
				Approve Original Time Cards										


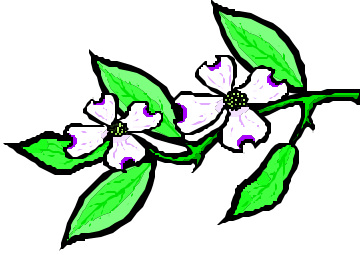

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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period

June 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2003 13	1 Day 01	2 Day 02	3 Day 03	4 Day 04	5 Day 05	6 Day 06	7 Day 07
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		
	8 Day 08	9 Day 09	10 Day 10	11 Day 11	12 Day 12	13 Day 13	14 Day 14
Enter Amendments through 1 PM Friday							
			Approve Amendments after 1 PM Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2003 14	15 Day 01	16 Day 02	17 Day 03	18 Day 04	19 Day 05	20 Day 06	21 Day 07
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		
	22 Day 08	23 Day 09	24 Day 10	25 Day 11	26 Day 12	27 Day 13	28 Day 14
Enter Amendments through 1 PM Friday							
			Approve Amendments after 1 PM Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2003-15	29 Day 01	30 Day 02	<div style="display: flex; justify-content: space-around; align-items: center;">    </div>				
	Enter Original Time Cards						
	Approve Original Time Cards						

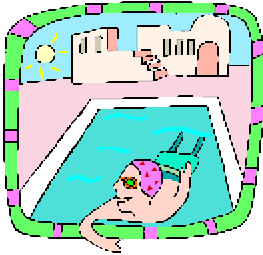

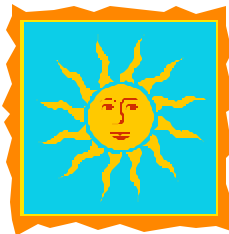
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- **Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period**

July 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPD 2003 15			1 Day 03	2 Day 04	3 Day 05	4 Day 06	5 Day 07
			Enter Original Time Cards	Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments	 Independence Day Code 03 Holiday	Enter Amendments
			Approve Original Time Cards		Enter Original Time Cards		Enter Original Time Cards
	6 Day 08	7 Day 09	8 Day 10	9 Day 11	10 Day 12	11 Day 13	12 Day 14
	Enter Amendments through 1 PM Friday						
	Approve Amendments after 1 PM Tuesday						
Enter Original Time Cards							
Approve Original Time Cards							
PPD 2003 16	13 Day 01	14 Day 02	15 Day 03	16 Day 04	17 Day 05	18 Day 06	19 Day 07
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
	20 Day 08	21 Day 09	22 Day 10	23 Day 11	24 Day 12	25 Day 13	26 Day 14
	Enter Amendments through 1 PM Friday						
	Approve Amendments after 1 PM Tuesday						
Enter Original Time Cards							
Approve Original Time Cards							
PPD 2003 17	27 Day 01	28 Day 02	29 Day 03	30 Day 04	31 Day 05		
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		

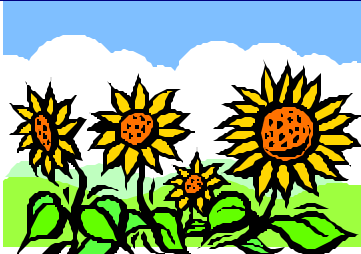

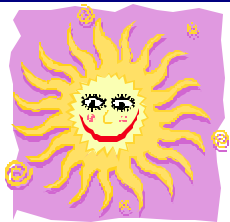
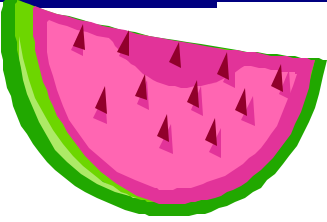

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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period

August 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2003 17						1 Day 06	2 Day 07
						Enter Amendments	
						Enter Original Time Cards	
						Approve Original Time Cards	
	3 Day 08	4 Day 09	5 Day 10	6 Day 11	7 Day 12	8 Day 13	9 Day 14
Enter Amendments through 1 PM Friday							
			Approve Amendments after 1 PM Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2003 18	10 Day 01	11 Day 02	12 Day 03	13 Day 04	14 Day 05	15 Day 06	16 Day 07
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		
	17 Day 08	18 Day 09	19 Day 10	20 Day 11	21 Day 12	22 Day 13	23 Day 14
Enter Amendments through 1 PM Friday							
			Approve Amendments after 1 PM Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2003 19	24 Day 01	25 Day 02	26 Day 03	27 Day 04	28 Day 05	29 Day 06	30 Day 07
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		
	31 Day 08						
Enter Amendments	<div style="display: flex; justify-content: space-around; align-items: center;">    </div>						
Enter Original Time Cards							
Approve Original Time Cards							



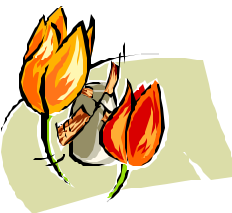
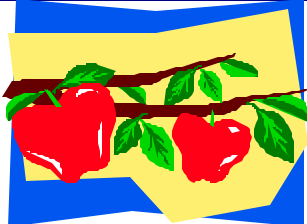
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- **Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period**

September 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
Ppd 2003 19		1 Day 09	2 Day 10	3 Day 11	4 Day 12	5 Day 13	6 Day 14			
		 Labor Day Code 03 Holiday	Enter Amendments through 1 PM Friday							
			Approve Amendments after 1 PM Tuesday							
			Enter Original Time Cards							
			Approve Original Time Cards							
Ppd 2003 20	7 Day 01	8 Day 02	9 Day 03	10 Day 04	11 Day 05	12 Day 06	13 Day 07			
	Enter Original Time Cards		Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments						
	Approve Original Time Cards			Enter Original Time Cards						
				Approve Original Time Cards						
	14 Day 08	15 Day 09	16 Day 10	17 Day 11	18 Day 12	19 Day 13	20 Day 14			
	Enter Amendments through 1 PM Friday									
	Approve Amendments after 1 PM Tuesday									
	Enter Original Time Cards									
	Approve Original Time Cards									
	Ppd 2003 21	21 Day 01	22 Day 02	23 Day 03	24 Day 04	25 Day 05	26 Day 06	27 Day 07		
Enter Original Time Cards		Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments							
Approve Original Time Cards			Enter Original Time Cards							
			Approve Original Time Cards							
28 Day 08		29 Day 09	30 Day 10							
Enter Amendments		Approve Amendments after 1 PM Tuesday								
Enter Original Time Cards										
Approve Original Time Cards										




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October 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
PPd 2003 21							1	Day 11	2	Day 12	3	Day 13	4	Day 14
							Enter Amendments through 1 PM Friday							
							Approve Amendments after 1 PM Tuesday							
							Enter Original Time Cards							
							Approve Original Time Cards							
PPd 2003 22	5	Day 01	6	Day 02	7	Day 03	8	Day 04	9	Day 05	10	Day 06	11	Day 07
	Enter Original Time Cards						Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments						
								Enter Original Time Cards						
	Approve Original Time Cards							Approve Original Time Cards						
	12	Day 08	13	Day 09	14	Day 10	15	Day 11	16	Day 12	17	Day 13	18	Day 14
Enter Amendments		 Columbus Day (observed) Code 03 Holiday	Enter Amendments through 1 PM Friday											
Enter Original Time Cards			Approve Amendments after 1 PM Tuesday											
Approve Original Time Cards			Enter Original Time Cards											
			Approve Original Time Cards											
PPd 2003 23	19	Day 01	20	Day 02	21	Day 03	22	Day 04	23	Day 05	24	Day 06	25	Day 07
	Enter Original Time Cards						Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments						
	Approve Original Time Cards							Enter Original Time Cards						
								Approve Original Time Cards						
	26	Day 08	27	Day 09	28	Day 10	29	Day 11	30	Day 12	31	Day 13		
Enter Amendments through 1 PM Friday														
Approve Amendments after 1 PM Tuesday														
Enter Original Time Cards														
Approve Original Time Cards														






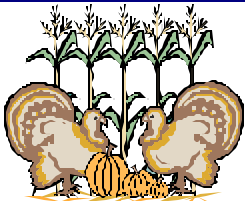


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November 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2003 23								1 Day 14 <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px; text-align: center;">Approve Original Time Cards</div>
	PPd 2003 24	2 Day 01	3 Day 02	4 Day 03	5 Day 04	6 Day 05	7 Day 06	8 Day 07
		Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		Enter Original Time Cards
Approve Original Time Cards			Approve Original Time Cards					
PPd 2003 25	9 Day 08	10 Day 09	11 Day 10	12 Day 11	13 Day 12	14 Day 13	15 Day 14	
	Enter Amendments		 Veterans Day Code 03 Holiday	Enter Amendments through 1 PM Friday		Approve Original Time Cards		
	Enter Original Time Cards			Approve Amendments after 1 PM Tuesday				
Approve Original Time Cards		Enter Original Time Cards		Approve Original Time Cards				
PPd 2003 26	16 Day 01	17 Day 02	18 Day 03	19 Day 04	20 Day 05	21 Day 06	22 Day 07	
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		Enter Original Time Cards	
	Approve Original Time Cards				Approve Original Time Cards			
PPd 2003 27	23 Day 08	24 Day 09	25 Day 10	26 Day 11	27 Day 12	28 Day 13	29 Day 14	
	Enter Amendments through 1 PM Friday			 Thanksgiving Code 03 Holiday	Enter Amendments through 1 PM Friday		Approve Original Time Cards	
	Enter Original Time Cards				Approve Amendments after 1 PM Tuesday			
Approve Original Time Cards			Enter Original Time Cards		Approve Original Time Cards			
PPd 2003 28	30 Day 01							
	Enter Original Time Cards					Approve Original Time Cards		
	Approve Original Time Cards							




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December 2003

IPPS Time Collection Schedule

(Eastern Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2003 26		1 Day 02	2 Day 03	3 Day 04	4 Day 05	5 Day 06	6 Day 07
		Enter Original Time Cards		Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		
		Approve Original Time Cards			Enter Original Time Cards		
					Approve Original Time Cards		
	7 Day 08	8 Day 09	9 Day 10	10 Day 11	11 Day 12	12 Day 13	13 Day 14
	Enter Amendments through 1 PM Friday						
			Approve Amendments after 1 PM Tuesday				
	Enter Original Time Cards						
	Approve Original Time Cards						
PPd 2004 01	14 Day 01	15 Day 02	16 Day 03	17 Day 04	18 Day 05	19 Day 06	20 Day 07
				Enter Time Cards by noon Approve Time Cards by 1:00pm	Enter Amendments		
	Enter Original Time Cards				Enter Original Time Cards		
	Approve Original Time Cards				Approve Original Time Cards		
PPd 2004 02	21 Day 08	22 Day 09	23 Day 10	24 Day 11	25 Day 12	26 Day 13	27 Day 14
	Enter Amendments				 Christmas Code 03 Holiday	Enter Amendments through 1 PM	
			Approve Amendments after 1 PM Tuesday			Approve Amendments	
	Enter Original Time Cards					Enter Original Time Cards	
Approve Original Time Cards				Approve Original Time Cards			
PPd 2004 03	28 Day 01	29 Day 02	30 Day 03	31 Day 04	<div>NOTE: Time card schedule may change due to the New Years holiday. Stay alert for updated deadlines.</div> 		
	Enter Original Time Cards			Enter Time Cards by noon Approve Time Cards by 1:00pm			
	Approve Original Time Cards						

*****SPECIAL NOTICE*****

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- Amendment Summaries run at 1pm and 6:30pm Tuesday through Friday during the 2nd week of the pay period